

INSTRUCTION NO.
LI 7-1

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MANAGEMENT *ur*

SUBJECT: Periodic Review of Selected Regulatory Issuances

1. PURPOSE

The purpose of this Instruction is to establish a procedure to ensure compliance with required periodic reviews of selected Agency regulatory issuances.

2. RESPONSIBILITIES OF SUPERVISORS

- a. Regulatory issuances are published from time-to-time which place upon supervisors recurring responsibilities for which there are no automatic reminders.

There are requirements that certain regulatory material be reviewed by all employees at specific time intervals. Supervisors will maintain a system of self-reminder to bring about the periodic review prescribed herein.

3. PERIODIC REVIEW PROCEDURE

- a. Supervisors in each component of the Office of Logistics will make available to all employees under their jurisdiction the regulatory issuances listed in the attachment. Reviews will be conducted in January and July each year. Supervisors will maintain individual certification records of these periodic reviews, and division and staff chiefs will certify to the Director of Logistics through the Chief, Personnel and Training Staff, by 31 January and 31 July each year that their employees have complied with this requirement.
- b. Certification of the initial periodic review is due 30 days from the date of this Instruction.

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